

MEMORANDUM FOR:

ATTENTION:

FROM 89 CONS/LGCV

1419 Menoher Drive

Andrews AFB MD 20762-6500

SUBJECT: Contract No. _____, Quality Assurance Evaluator (QAE) Duties

1. You have been appointed Primary () Alternate () Quality Assurance Evaluator for the subject contract.

2. As QAE, your duties are as follows:

a. Aid the Contracting Officer (CO) in surveying the Contractor's performance by using the approved surveillance plan.

b. Evaluate and document, in writing, the Contractor's performance. If unsatisfactory contractor performance is observed, advise the Contracting Officer and Functional Area Chief (FAC) concurrently and document your files as to specific discrepancies.

(1) Keep a monthly performance report for each active service contract. The AF Form 372, Contract Monitoring and Surveillance Report, will be used for this purpose.

(2) Annotate the report for services performed, including any deficiencies. Entries will be made for each day the Contractor performs or should perform any work under the contract. Ensure all entries are legible.

(3) Document any deficiencies you see in the Contractor's performance on the Surveillance Report. Request the Contractor's Project Manager acknowledge your remarks in remarks section of the report. If the Contractor's Project Manager is not available, notify the CO, who will contact the Contractor. When the Contractor is advised that a contract deficiency exists and does not take satisfactory corrective action, you will notify the CO verbally as soon as possible and follow-up with a written report within 24 hours.

(4) Forward original QAE reports for the previous month to the FAC for review and signature. After the FAC's review and signature, forward the QAE reports to the CO. The form must be in the CO's office not later than the 5th working day of the following month or more often if determined necessary by the Contracting Officer. The Contracting Officer will review all remarks for the month and sign the report following the final remark. The completed reports will be kept in the official contract file maintained in the Contracting Office.

c. Certify that all services performed by the Contractor are satisfactory or unsatisfactory. Prepare any documentation needed by the Contracting Officer before payment is made to the Contractor.

d. Be familiar with the Ethics Standards DOD Directive 5500.7.

3. The authority to contract is limited to duly appointed Contracting Officers. Acts of the Contracting Officer must be within the scope of his/her appointment. Purchases, contractual commitments and changes to contracts will be made only by duly appointed Contracting Officers. Technical personnel, and others whose duties require contact and discussions with contractors, will refrain from authorizing or directing changes in the work which may change the contract terms or result in claims against the Government.

4. You are **not** authorized to:

a. Clarify, make or infer legal interpretations regarding the scope or intent of the contract.

b. Approve the Contractor's procedures, unless specifically authorized by the terms and conditions of the contract.

c. Authorize expenditure of funds except under specific terms of the contract.

d. Direct the Contractor to perform any tasks or permit any substitutions which are not specifically authorized by the contract.

e. Make contract agreements, including contract modifications, with the Contractor.

f. Give direction to the Contractor or to employees of the Contractor.

g. Give advice to the Contractor which may adversely affect contract performance, compromise the rights of the Government, be the basis of a claim for constructive change, or impact any pending or future Contracting Officer determinations as to fault or negligence.

WILLIAM D. WHEAT
Contracting Officer

